

RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #890606-02

SCHEDULE #: 90-117

EFFECTIVE DATE: 10/1/90

Agency Code: 478-013  
Agency: Secretary of State  
Creating  
Office: Real Estate Commission

Series  
Title/Dates: "Roster of Examinees Available for Employment," 1986  
and continuing

Access: Open  
Class: Individual

Related To: American College Testing provided rosters with the name  
and addresses of applicants passing examinations.


Arrangement: Chronological by month.

Retention  
Requirement: Administrative: one (1) year

Media: Paper

Disposition  
Instructions: Cut off at end of calendar year,  
Hold in current files area one (1) year, then  
Destroy.

This records retention plan gives the State Records Committee approved  
retention instructions for the named records series by the named  
creating office.

  
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Edward Weldon  
Secretary of State Designee

10/16/90  
Date